

COLLECTION DEVELOPMENT POLICY

Salem Public Library was established for the purpose of providing library service to all residents of the library district. Its responsibility as a public library is to provide opportunities for self-education and the free communication of ideas, to promote reading as a means of personal learning and to benefit the community by helping to inform and educate its citizens. The library's function, therefore, is to fulfill its responsibility by providing historical and current materials and information for its diverse community.

Salem Public Library endeavors to make available a representative selection of materials on subjects of interest to its constituency. The library purchases and maintains materials in its collection to make them freely available to the public for the purpose of offering access to information, education and entertainment. The library strives to purchase materials presenting various points of view and does not promote any opinions which might be expressed in these materials. Salem Public Library supports the Library Bill of Rights, which is appended.

Within the framework of policies adopted by the Library Board, the library director is responsible for the development of the library collection. The director may delegate this responsibility to library staff who are qualified by reason of training, education, and experience.

Materials are selected on the basis of several factors with the intent to offer a balanced quantity of titles, subjects and points of view. Examples of such criteria include but are not limited to availability, suitability of subject, format, cost, timeliness, potential demand, relevance, and collection need. Materials are placed in the collection, in accordance with the publisher's formats, including, but not limited to printed materials, audio books, DVDs and microfilm. Printed materials in the collection include books, newspapers and periodicals. Materials consist of fiction and nonfiction across various genres/subject areas. They represent a variety of popular bestsellers and classic materials for all age levels: children, young adults and adults.

Recognizing the necessity to keep the collection current, accurate, and also to provide space for newer materials, a process of continuous review, evaluation, and weeding is utilized. The library will follow generally accepted professional practices to identify materials to be withdrawn from its collection. Factors such as physical condition, available space, timeliness, user demand and availability of sufficient copies will be considered.